**Subaward/Subcontract Initiation and Tracking Checklist**

The term “subagreement” will be used through this document for “subaward” or “subcontract.” The term “subrecipient” will be used throughout this document for “subawardee” or “subcontractor.”

It is the responsibility of the PI or his/her designee, to initiate this process.

\_\_\_\_ Prepare a Subaward Request Form, which is available on the Office of Sponsored Programs’ website. You must have a Banner index number for your subagreement to complete the form. Subagreements cannot be encumbered on the Home account. Both the principal investigator and fiscal administrator must sign the Subaward Request Form.

\_\_\_\_ Six (6) documents should be attached to the Subaward Request Form **if they have changed since original proposal submission**:

|  |  |  |
| --- | --- | --- |
| **Same** | **Changed**  **and Attached** | **Documentation** |
|  |  | Signed Consortium Letter or Face Page bearing Subagreement Authorized Official’s signature |
|  |  | Subrecipient statement of work |
|  |  | Subrecipient budget |
|  |  | Subrecipient indirect cost rate agreement if the collaborating institution intends to invoice for indirect costs |
|  |  | Subrecipient PI biosketch |
|  |  | Subrecipient Commitment Form (http://www.research.vcu.edu/forms/subrecipient\_commit\_form.pdf) |
|  |  | Other – Detail: |

\_\_\_\_ Submit the Subaward Request Form and its attachments to OSPAWARD@VCU.EDU. Questions regarding your request can be sent to the same e-mail address.

\_\_\_\_ Subagreement document drafted and submitted to the sponsor for review (if required) and forwarded to the subrecipient.

\_\_\_\_ Subagreement under negotiation.

\_\_\_\_ Subagreement fully executed.

\_\_\_\_ Subagreement funds encumbered in Banner by OSP (Direct Pay/General Encumbrance Form has been received by PI and fiscal administrator from OSP)

\_\_\_\_ Receive invoices, have reviewed and approved by PI

\_\_\_\_ Process payment using Direct Pay/General Encumbrance Form

\_\_\_\_ Monitor expenditures against total allocated

\_\_\_\_ Submit Subaward Amendment Request Form, available on the OSP website, when modifications or changes are required